Project Meeting 2

Title: Second Meeting with Instructor

Meeting Time: 19:00 hrs 30th August 2007

Purpose: Discussion about course policies and first mentor meeting

Location: D150 Capstone Projects

Date of Notes: 31st August 2007

Prepared by: Srividya Subbiah

Attendees:

Team members:
Shital Parikh
Srividya Subbiah
Pareddy Karunakar Reddy
Sandeep Chavva

Instructor:
Dr. Kwok-Bun Yue

Distribution:
Shital Parikh
Srividya Subbiah
Pareddy Karunakar Reddy
Sandeep Chavva
Project website
http://dcm.uhcl.edu/cap683807fagp6/

Meeting Minutes:
1. Importance of Project Web page was discussed.
2. Dr. Yue advised us to read a lot of source code
3. Dr. Yue discussed about guidelines for a good technical presentation.
4. Dr. Yue discussed with us about database design and documentation.
5. We discussed with the professor about advantages and disadvantages of “Open Source”
6. Dr. Yue advised us to communicate well with the mentor and the Instructor about their expectation, and discussed the importance of Expectation management.
7. We discussed about the first mentor meeting which was held two days back.

Action Items:

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<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Shital Parikh</td>
<td>08/30/2007</td>
<td>Scheduling the second mentor meeting</td>
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<tr>
<td>2</td>
<td>All</td>
<td>Prior to 2nd Mentor Meeting</td>
<td>Preparation of Questions</td>
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<td>3</td>
<td>Shital Parikh; Srividya Subbiah;</td>
<td>08/30/2007</td>
<td>Preparation of Documents</td>
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<td>4</td>
<td>Sandeep Chavva; Pareddy Karunakar Reddy</td>
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<td>Project Website; Communication and Coordination</td>
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